

Exit Teen Center- Reservation Form

Date and Requested time: _____ Actual unlock time: _____

Room(s): _____

Name of Contact/Organization: _____

Purpose of Event: _____

Address: _____ City, State, Zip: _____

Phone 1: _____ Phone 2: _____

Email: _____

Cost:

1) Room cost (____) x number of hours (____) = _____

Estimated number of guests:

- A) 1-25
- B) 26-50
- *C) 51-100
- *D) 101-200

Rental fees are to be paid when the reservation is made. Staff will enforce all rules and regulations. Any failure to comply with regulations may constitute forfeiture of further use. *All EXIT Teen Center reservations where 50 or more people are expected will require one licensed peace officer per 50 people. These persons are to be provided by the individual group reserving the EXIT Teen Center to ensure safety to patrons, staff, and the facility. Written evidence that the necessary licensed peace officer(s) has been obtained along with a copy of the peace officer license must be shown to the staff at least three days in advance of the reservation date, that date being _____. Failure to comply to this regulation will result in a forced cancellation, and only half of the original payment amount will be refunded. I have read, understand, and will comply to this rental agreement.

Customer
Signature _____ Date _____

OFFICE USE ONLY

Today's date: _____

Payment Total: _____

Staffer: _____

Cash ☐ Check ☐ #: _____

Entered into Recware on: _____

Receipt #/Permit #: _____

EXIT Teen Center

Rental Information

- 1) All rental dates are subject to availability.
- 2) All rental requests must be submitted no less than 5 days prior to the date requested (payment is due in full upon reserving the date).
- 3) No alcoholic beverages, tobacco products or drugs of any kind will be allowed in or around the EXIT Teen Center.
- 4) Must be at least 18 years of age to place a reservation.
- 5) Any rental party expecting more than 50 people in attendance must provide proof of security no less than 3 days prior to the rental date. Security must be a licensed peace officer and be approved by the EXIT Supervisor.
- 6) Rental parties are not allowed to charge admission to the EXIT Teen Center.
- 7) No refund will be granted with less than 3 days notice without supervisor approval.
- 8) Renters must follow all rules of the EXIT Teen Center.
- 9) EXIT Staff reserves the right to deny any party rental privileges if they feel it is not in the best interest of the safety and welfare of our mission statement.

Room Fees (*all rates listed below are hourly*):

Meeting Room	\$20.00
Dance/Game Room	\$30.00
Whole Facility (excludes Computer Lab)	\$75.00